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File

Training 6

25 JAN 1971

MEMORANDUM FOR: Deputy Director for Support

Dear Jack:

1. Attached is the appropriate form to approve my attendance at the American Management Association-sponsored program on "Executive Management of New Building Projects" in Atlanta, Georgia, from 9 to 11 February 1971. While I am informed, technically, I can approve my own training requests, I believe it more in order to have it approved at my supervisory level.

2. The course is being presented at the Sheraton-Biltmore Hotel in Atlanta, and our inquiries develop the fact that rooms in said hotel are in the \$19.00 to \$33.00 per-day range. I would like to request, on behalf of my two colleagues and myself, that we be authorized actual subsistence not to exceed \$40.00 per day. Our request for reservations at the Sheraton-Biltmore will hopefully be for a single room with bath.

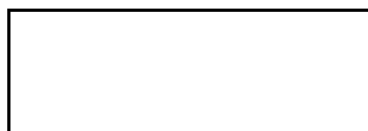
3. If you would be good enough to initial and return this memorandum, I will use it as supporting documentation on the travel orders.

DD/S Distribution:

Orig - Return to D/Log

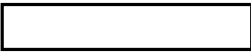
✓ 1 - DD/S subject

1 - DD/S chrono

1 - *Duty Book*

John F. Blake
Director of Logistics

Att

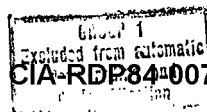
25X1 Request in paragraph 2 approved per 

/s/ Robert S. Watling

26 JAN 1971

for John W. Coffey
Deputy Director
for Support

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ADVISORY
0-2712

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